

Professional and Managerial Branch
Fiscal and Tax Group
Tax Administration Series

TAX ASSESSOR/COLLECTOR

05/95

Summary

Under administrative direction, plan, coordinate and direct functions and activities of the consolidated tax office.

Typical Duties

Direct the work of the consolidated tax office in the assessment and collection of property taxes. Involves: calculating and publishing the effective tax rates in accordance with law; preparing the tax roll; preparing and forwarding annual tax bills; overseeing the collection, balancing, distribution and reporting of all property tax revenues received; developing and implementing policies and procedures to ensure compliance with federal and state laws and local ordinances; ensuring compliance with inter-local contracts between the City of El Paso and other political jurisdictions in the assessment and collection of property taxes.

Provide technical assistance and coordination of tax related services. Involves: serving as liaison to the Ad Hoc Tax Advisory Committee, and representing the Tax Office before Mayor and Council, boards, and other committees at meetings, public hearings and other official functions to present information and recommendations regarding property tax collections; coordinating and monitoring the work of tax attorneys pertaining to delinquencies; coordinating assessment, collection and other tax functions with other City departments, jurisdictions and public and private agencies.

Supervise assigned personnel. Involves: scheduling, assigning, instructing, guiding, checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe working practices; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants and recommending selection.

Perform related executive functions as required. Involves: preparing and controlling the annual department budget; managing programs to prepare required periodic and special reports, and establish and maintain tax records; identifying data processing needs and coordinating implementation with Central Data processing (C.D.P.).

Minimum Qualifications

Training and Experience: Graduation from accredited college or university with a Bachelor's Degree in Business or Public Administration, Management or related field; and eight years of progressive administrative experience involving finance, accounting, collections or closely related field, including four years supervisory and managerial experience in automated tax collections, assessment or appraisal; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of: the Texas Property Tax Code and other applicable federal, state and local rules and regulations; business practices and procedures; the principles, practices and methods of assessing and collecting taxes. Considerable knowledge of: automated data processing applications; supervisory practices and procedures; budget development and control techniques.

Ability to: establish and maintain effective working relationships with fellow employees, officials and the general public; express oneself clearly and concisely, both orally and in writing ; analyze and interpret fiscal records and to prepare accurate and complete financial reports; understand and interpret tax rules and regulations; plan organize, assign, supervise and evaluate the work of assigned personnel; train and develop subordinate personnel; analyze administrative problems and make recommendations; understand and follow quickly and accurately, oral and written instructions.

Licenses and Certificates: Requires certification from the Texas Board of Tax Professional Examiners as a Texas Registered Tax Assessor/collector within the time limits specified by state law.

Special Requirements: Must be bondable.

Director of Personnel

Department Head

OFFICIAL